

## ONTARIO CHAMBER OF COMMERCE EMPLOYMENT OPPORTUNITY

**Position Title:** Business Development Manager

**About us:** The Ontario Chamber of Commerce (OCC) is a not-for-profit business advocacy organization representing approximately 60,000 businesses of all sizes, in all economic sectors, and from every area of the province, including 157 member chambers of commerce and boards of trade. We are located in downtown Toronto, with employees working remotely at this time.

**About the employment opportunity:** The OCC is seeking a Manager of Business Development to plan, lead, and execute new and existing revenue streams for the OCC. The Manager drives cross-functional collaboration with department and program leads to identify opportunities and corresponding strategies to successfully realize them.

The ideal candidate for this position is able to quickly establish relationships and clearly provide OCC's value proposition for investment and support. Business and policy acumen combined with established networks with corporate Canada, the successful candidate also brings market research skills for insight to create opportunity aligned with OCC strategy.

### Key Responsibilities

#### *Revenue Generation:*

- Develop annual plans in concert with the senior team for business development.
- Lead the identification, planning, and implementation of the OCC's revenue generating activities.
- Lead the development of new business for the OCC in consultation with other teams.
- Deliver on annual goals related to corporate membership, signature events, and policy work.
- Develop strategies in collaboration with OCC project leads for program-/department-specific revenue goals and monitor execution and results.
- Lead the development of partnership proposals and, where appropriate, lead their delivery with other teams.
- Working collaboratively with the Policy team, leverage existing and upcoming projects with specific relevance or appeal to prospective/current members to develop customized pitches. This includes working with the Policy team on the launch of the OCC's next Council.
- Develop marketing and support materials to utilize for prospecting and pitches
- Review partnership benefits regularly to evaluate and improve members' and partners' experience with OCC and its value.
- Drive partnership opportunities for our policy work, events, programs, and activities including briefing documents and presentations.
- Support ticket sales for signature events and the successful attainment of revenue targets.
- Provide briefing documents to support events and project leads in the successful delivery of partnerships.
- Work with the rest of the Business Development team and Key Accounts Manager to deliver exceptional service and ongoing stewardship to members, partners, and sponsors.

### *Measurement and Reporting:*

- Deliver monthly business development progress report including current status of revenue streams, tracking to annual plans and potential changes or strategies to ensure success in meeting goals.
- Together with the Key Account Manager and business development coordinator, develop and deliver comprehensive assessments of internal and external business development activities.
- Present reports to OCC leadership to provide insight, trends and data relevant to ongoing and strategic decision-making.
- Deliver meaningful performance reports to partners/sponsors.
- Identify and communicate data needs to departments with potential to collect and/or analyze it.
- Lead the annual corporate member consultation process (May/June) and deliver a report with findings at its conclusion.

### *Membership/Prospect Engagement:*

- Together with the Business Development team, monitor membership engagement, based on established targets, in OCC projects in collaboration with policy leads.
- Actively utilize and assess CRM for accurate and effective engagement data and reporting.
- Develop stewardship and contact plans for key members, prospects and contacts to ensure agile responsiveness to needs and opportunities.
- Schedule regular meetings with OCC senior leadership to ensure shared knowledge and updates of key relationships.
- Attend targeted external events to develop leads and/or strengthen existing relationships.

### *Leadership and Management:*

- Together with the VP Member Services, establish goals and strategies to lead the business development team to successful achievement of annual goals.
- Regularly meet with team to assess performance and delivery.
- Help manage budgetary responsibilities and targets for the department.

## **Key Relationships**

### *Internal:*

- Senior Leadership Team:
  - Directly reports to: VP Member Services
  - President & CEO
  - Vice Presidents (Policy, Finance, Programs, Public Affairs)
- Business Development Team: Key Account Manager, Business Development Coordinator
- Policy Team, Public Affairs Team

### *External:*

- Corporate members
- Existing and potential members, partners, or sponsors

## Qualifications

- Education: Post-secondary degree; MBA an asset

## Experience

- A minimum of 7 years in a sales and/or partnership development role.
- Experience in a member-based or not-for-profit environment is preferred but not required.
- Advanced and demonstrated skill in the entire consultative sales cycle from prospect identification through to closing and member engagement and retention.
- Exceptional business presentation skills demonstrated through all communications (verbal, written, public speaking and presentation material).
- Ability to identify revenue generation opportunities in departments and programs based on market and customer knowledge.
- Demonstrated success in achieving targets and goals.
- Innovative researching skills especially in identifying prospects and opportunities through traditional and other sources.
- Advanced ability with CRM as both a rich source of research and a reporting tool.
- Microsoft Office (Word, Excel, and PowerPoint)

Normally, some travel within Ontario is required; however, at this time, no travel is expected of OCC employees due to COVID-19 restrictions.

The OCC offers a competitive salary and benefits package that includes life and health insurance and a matching pension plan. Additionally, we offer an annual merit-based bonus plan, three weeks of vacation plus office closure between Christmas and New Year's Day.

The OCC is invested in the professional development and growth of its staff. In this position there will be opportunities for continued progression.

No phone calls or agencies, please.

**Submission deadline is Monday, March 7. [Apply here.](#)**

*The Ontario Chamber of Commerce is an equal opportunity employer and provides employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.*